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ABSTRACT

This booklet is designed to enable New York State residents lacking a complete high school education to apply for and obtain a state equivalency diploma. It includes eligibility requirements, application procedures, score requirements, descriptions of the four General Educational Development (GED) tests, how to prepare for the GED tests, acceptance of foreign and out of state credentials, college admission based on GED tests, diploma and score reporting, retesting, testing for the visually handicapped, New York Regents endorsement of the high school equivalency diploma, and where to obtain forms and additional information. Testing centers and schedules for 1970-71 are listed, followed by frequently asked questions and a tear-out application form. (LY)

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# **HIGH SCHOOL EQUIVALENCY TESTING PROGRAM OF NEW YORK STATE**

**INFORMATION HANDBOOK**

**FALL 1970  
EDITION**

**The University of the State of New York  
The State Education Department  
Division of Educational Testing  
High School Equivalency Testing Program  
Albany, New York 12224**

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JOHN P. MCGUIRE

## FOREWORD

A high school diploma has become a minimum qualification for practically all types of employment. Also, without one, advancement is almost impossible in many fields. Therefore, parents, educators, and governmental and industrial leaders, are making a constant effort to keep today's youth in school as long as possible. Private and governmental agencies are operating programs designed to help adults acquire usable job and educational skills.

Because of the importance of a high school diploma, the High School Equivalency Testing Program was established by the New York State Education Department over 20 years ago to serve State residents who had not completed a formal school program leading to graduation from high school. In recent years, about 30,000 adults have participated in the program annually.

The Program offers residents an opportunity to demonstrate their educational growth since withdrawing from school and to benefit accordingly. An adult who obtains satisfactory scores on the High School Level Tests of General Educational Development (GED Tests) is eligible to receive a New York State High School Equivalency Diploma. This diploma is the legal equivalent of a regular diploma issued by a local high school, and, as such, it is of great value to a person who wishes to qualify for certain types of employment or for promotion in industry. In addition, post-secondary educational institutions are recognizing and admitting adults with such diplomas who meet their usual admission requirements.

This program in no way replaces the regularly established procedures in the granting of local high school diplomas or Regents High School Diplomas. The GED Tests and the scores obtained on them are restricted exclusively to the High School Equivalency Testing Program. Local school authorities may not issue local school diplomas or grant credits on the basis of scores earned on the GED Tests, but should refer all such requests to the Department.

It is hoped that this booklet will provide residents of New York State who have not previously completed high school with the information necessary for them to apply for and to obtain a New York State High School Equivalency Diploma.

### ATTENTION CANDIDATES

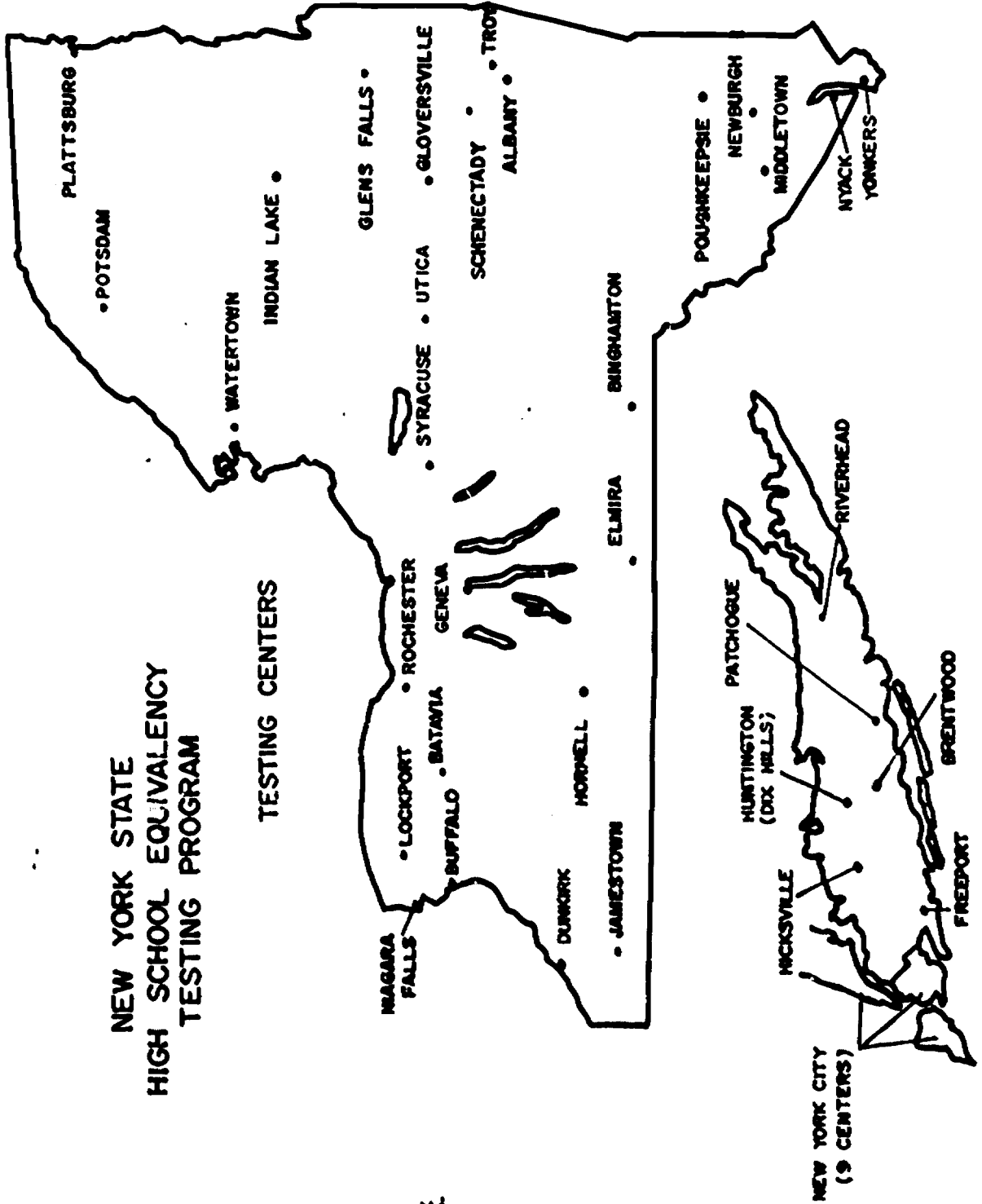
See pages 20-21 for a list of questions frequently asked about the high school equivalency testing program.

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# NEW YORK STATE HIGH SCHOOL EQUIVALENCY TESTING PROGRAM

## TESTING CENTERS





## ELIGIBILITY REQUIREMENTS

- A. PERMANENT LEGAL RESIDENTS OF NEW YORK STATE may apply for the High School Equivalency Diploma and for testing to obtain the DIPLOMA if they are
- 1 over 21 years of age
- or
- 2 between 18 and 21 years of age and have been out of school 1 year (A Certificate of Withdrawal, DET 603A, must be attached to the application)
- or
- 3 between 18 and 21 years of age and are residents of approved institutions conducting rehabilitation programs
- B. PERMANENT LEGAL RESIDENTS OF NEW YORK STATE who do not qualify for diploma testing under A above may be tested for TRANSCRIPT purposes if a transcript is requested from the State Education Department by
- 1 admission officers of post-high school educational institutions which require high school graduation for admission (the request for scores must be attached to the application)
- or
- 2 recruiting officers requiring WOMEN to submit equivalency scores for enlistment in the armed services (the official request for scores must be attached to the application)
- C. Participants in Job Corps or similar programs and military servicemen (and their families) who are living in New York State but who are NOT LEGAL RESIDENTS may be tested for TRANSCRIPT purposes. They must meet the requirements of A above (except for residency) and attach Form DET 603C (Residency Affidavit) to the application.
- D. Candidates who are tested for transcript purposes may apply for the diploma whenever they meet the requirements of A above.

## ELIGIBILITY OF ALIENS

An alien who has filed a "Certificate of Intent" and possesses an immigrant visa is eligible for testing and for the diploma if he satisfies all other eligibility requirements.

Foreign visitors who are in the United States on student or tourist visas or any other type of temporary visa are not eligible for testing or for the diploma. Such persons should see the sections of this booklet: College Admissions Based on the GED Tests and Evaluation of Foreign Academic Credentials.

## CONTENT OF THE NEW YORK STATE HIGH SCHOOL EQUIVALENCY EXAMINATION

The State Education Department uses the Tests of General Educational Development of the American Council on Education as its equivalency examination. The United States Armed Forces and most states use these same tests for their high school equivalency examinations. There are five tests. They make up a comprehensive examination designed to measure the educational development of adults who have not completed a formal high school program. They measure as directly as possible the attainment of some of the basic objectives of the entire program of general education.

Tests 2, 3, and 4 tend to evaluate one's ability to make use of concepts, ideas, and generalizations. They put less stress on measuring the ability to recall specific facts. Tests 1 and 5, however, are content oriented, and studying for these tests should be very helpful. You should follow the advice in the section covering preparation for the examination.

You should not be discouraged by the apparent difficulty of some questions on the GED tests. The percentages of questions which must be answered correctly is lower than that required by the usual classroom test. In general, about 40 to 50 percent of the questions on each test must be answered correctly to obtain a standard score of 45. About 30 to 40 percent of the questions must be answered correctly in order to obtain a standard score of 35.

The examination is usually given over a 2-day period. A maximum time of 2 hours is allowed to complete each test.

#### TEST 1: EFFECTIVENESS AND CORRECTNESS OF EXPRESSION

Emphasis in this test is upon ability to avoid errors in spelling, punctuation, capitalization, and grammatical usage. Consideration also is given to ability to choose the best words or phrases and to organize ideas in clear, well-balanced sentences.

#### TEST 2: INTERPRETATION OF READING MATERIAL IN THE SOCIAL STUDIES

This test measures ability to read with understanding and to evaluate critically reading selections concerning social, political, economic, and cultural problems and issues. Since ability to evaluate depends upon a person's background in a field, the test indirectly measures the individual's understanding of ideas and knowledge of the social studies.

#### TEST 3: INTERPRETATION OF READING MATERIAL IN THE NATURAL SCIENCES

This test places a special emphasis on scientific vocabulary and ability to pay close attention to detail and logic. It consists of a selection of passages from the field of natural sciences at the high school level and a number of questions testing a person's ability to comprehend and to interpret the content of each passage.

#### TEST 4: INTERPRETATION OF LITERARY MATERIALS

This test is based on a selection of passages, both prose and verse. The questions emphasize knowledge and special abilities not frequently needed in ordinary reading. The abilities to interpret figures of speech, to cope with unusual sentence structure and word meaning, and to recognize mood and purpose are often tested, as is an understanding of literary terms.

(continued on next page)

## TEST 5: GENERAL MATHEMATICAL ABILITY

This test covers topics taught at both the elementary and high school level. Some topics which may be covered are: definitions, ratios, percent, decimals, fractions, mathematical symbols, indirect measurement, interpretation of graphs and tables, scale drawings, approximate computation, and units of measurement.

Some questions are based on techniques taught in elementary algebra and plane geometry courses. Questions frequently test knowledge of mathematical principles and stress their applications through the performance of mathematical operations and manipulations. The ability to express practical problems in mathematical terms is frequently tested. The test may also include one or two questions based on the concepts of modern mathematics.

## SCORE REQUIREMENTS

Score requirements for the New York State High School Equivalency Diploma are ..

### BOTH

1. a standard score of 35 or more on each of the 5 tests

### AND

2. a total standard score of 225 or more on all 5 tests

The scores must be obtained on a secure form of the GED Tests administered at a recognized testing center.

## ACCEPTANCE OF SCORES OBTAINED OUT OF STATE

The New York State Education Department will accept the GED Test scores obtained out of state by a person who took the tests at an official, recognized testing agency for the GED examination, provided that when he took the tests he was (1) a full-time member of the armed services, or (2) a Job Corps trainee or participant in a similar program, or (3) a resident of the state in which he took the GED Tests. The person must, however, meet all the requirements of the Education Department at the time he applies for a New York State High School Equivalency Diploma.

If you wish to apply for an Equivalency Diploma based on such scores, follow the instructions under Application Procedure.

## PREPARATION AND STUDY MATERIALS FOR THE EQUIVALENCY EXAMINATION

You are not required to take any courses or to prepare in any way for the examination. However, you may wish to improve your reading skills and general background in the subject areas covered by the examination. You can do this either by participating in a continuing education program of a nearby school or by home study.

Many public schools offer, through their continuing education programs, classes for adults who want help preparing for the equivalency examination. These classes are usually free or very low in cost. Phone the director of continuing education (or the principal) of your local high school for specific information about when and where equivalency preparation courses are being held in your area.

Instructors and directors of privately sponsored equivalency preparation programs may receive helpful information and guidance by contacting the Chief of the Department's Bureau of General Continuing Education.

The most difficult tests for people who have been out of school some time are usually tests 1 and 5. Concentrating your study efforts primarily on grammar and mathematics should be helpful. Standard paperback math review books for the 8th and 9th grades include most topics found in test 5. In studying for this test, you may find it most helpful to acquire first a solid understanding of the basic topics indicated in the first paragraph of the test description. After mastering those fundamentals, you will be in a much better position to obtain a satisfactory score on the test. Further, your mastery of those topics will make it much easier to study the other subjects covered by the mathematics test.

If you prefer home study, any books designed to improve your reading should be valuable. Also, there are a number of preparation books, specifically designed for the GED Tests, which may be purchased locally or from the publishers. The following list represents all of the preparation books known to the High School Equivalency Testing Program at the time of publication of this booklet.

It should be recognized that there is no connection between the Education Department and these commercial publications and that the Department makes no recommendations regarding them. The list is presented merely to let you know what books are available.

BARRON'S HOW TO PREPARE FOR THE HIGH SCHOOL EQUIVALENCY EXAMINATION, by Rockowitz, Brownstein, and Peters, published by Barron's, 113 Crossways Park Drive, Woodbury, New York 11797--\$7.95 (cloth edition), \$3.95 (paperback)

HIGH SCHOOL CERTIFICATION THROUGH THE GED TESTS, by Farley, Weinhold, and Crabtree, published by Holt, Rinehart, and Winston, Inc., 383 Madison Avenue, New York, N.Y. 11027--\$2.00

HIGH SCHOOL EQUIVALENCY DIPLOMA TESTS, second book-secondary level (green cover), Arco Publishing Co., 219 Park Avenue South, New York, N.Y. 10003--\$4.00

HOW TO PASS HIGH SCHOOL EQUIVALENCY EXAMINATION, published by Cowles Education Corporation, 488 Madison Avenue, New York, N.Y. 10027--\$7.50 (cloth edition), \$3.95 (paperback)

The following five titles are geared to the specific content areas of the individual GED Tests. Each is published by Cowles Education Corporation, 488 Madison Avenue, New York, 10027 and costs \$6.50 in the cloth edition and \$2.95 in paperback.

CORRECTNESS AND EFFECTIVENESS OF EXPRESSION, by Donald Sale and Pricilla Johnson

GENERAL MATHEMATICAL ABILITY, by Robert Barlow

READING COMPREHENSION IN LITERATURE, by Harvey Nagler

READING COMPREHENSION IN THE NATURAL SCIENCES, by William Langner and Eric Foretich

READING COMPREHENSION IN SOCIAL STUDIES, by William Langner and William Blackwell

The Bureau of Continuing Education Curriculum Development of the Education Department has developed handbooks designed to assist instructors of high school equivalency preparation classes. One handbook describes and outlines the total scope of the equivalency instructional program. It is High School Equivalency, Part I: Theory and Design of the Program. The other handbooks are specifically geared to the subject matter content which may be covered by the five subtests of the State High School Equivalency Examination. They are High School Equivalency, Part II: Curriculum Resource Handbook, English Language; . . . Social Studies; . . . Science; and . . . Mathematics.

These handbooks are published primarily for use in schools in New York State, and free copies are available to personnel of New York State schools, public or private, when obtained through a school administrator.

Individual residents of New York State and out-of-state school systems and other educational institutions may buy single copies. Part I costs \$.75. Each handbook of Part II costs \$.50. If you are a New York State resident or represent an out-of-state school system or education institution, you may order single copies of the desired publications by sending a check payable to the New York State Education Department. The order should be sent directly to the Publications Distribution Unit, Finance Section, New York State Education Department, Albany, New York 12224. The check must accompany the order.

#### EVALUATION OF FOREIGN ACADEMIC CREDENTIALS

Occasionally the High School Equivalency office receives requests for evaluations of the education of foreign-trained persons in terms of United States academic achievement. The equivalency office makes no such evaluations. However, the United States Office of Education does. Educational institutions, government agencies, and other appropriate agencies should request the latest statement of policy regarding such advisory interpretations from the

U.S. DEPARTMENT OF HEALTH, EDUCATION AND WELFARE  
Office of Education  
Institute of International Studies  
International Services and Research Staff  
Comparative Education Branch  
Foreign Credential Service  
Washington, D.C. 20202

## COLLEGE ADMISSIONS BASED ON THE GED TESTS

Institutions of higher learning recognize the value of GED test scores as a predictor of success at college level work. Therefore, many such institutions admit adults with equivalency diplomas who meet their other admission standards.

The High School Equivalency office does not publish a listing of colleges which recognize the equivalency diploma. If you are interested in obtaining admission to college based on your GED test scores, contact the admissions offices of the individual colleges in which you are interested. Score and other requirements of college vary widely. If you are having difficulty selecting colleges which offer programs corresponding to your interests and abilities, visit the guidance office of your local high school and request assistance. The guidance counselors there will be happy to help you.

Aliens who desire to attend college in New York State but who are ineligible to take the GED Tests may wish to take the Scholastic Aptitude Tests of the College Entrance Examination Board. These tests are widely used in New York State for college admission purposes. Applications to take the SAT can be obtained from the guidance office of any local high school or by writing directly to the College Entrance Examination Board, Princeton, New Jersey. Aliens should tell the admissions office of the college in which they are interested about the evaluation service of the United States Office of Education. (See page 7.)

## ELIMINATION OF FEES

There are no longer any fees charged for the services provided by the High School Equivalency Testing Program.



## APPLICATION PROCEDURE

It is important that every applicant carefully follow these instructions.

1. Completely and neatly fill out the application form.
2. If you are under 21 you must also attach to your application whichever statement is required to establish your eligibility: a Certificate of Withdrawal, a letter requesting scores from the admissions office of a post-high school educational institution, or an official request for scores from a women's recruiting office. See the Eligibility Requirements to determine which statement is needed.

NOTE: NO APPLICANT UNDER 21 WILL BE ALLOWED TO TAKE THE GED TESTS UNLESS ONE OF THE THREE STATEMENTS REQUIRED IS ATTACHED TO THE APPLICATION.

3. If you have already obtained satisfactory scores on the GED tests while in the armed services or at a recognized state GED testing center, you should (if possible) attach to your application a score report from the original testing agency. Mail your application to: High School Equivalency Testing Program, State Education Department, Albany, New York 12224.

The Education Department will request official verification of your scores from the original testing agency, or from the Armed Forces Institute in Madison, Wisconsin. When a score report showing satisfactory scores is received, the Department will issue the Equivalency Diploma, provided you meet all other eligibility requirements. The entire process takes about 6 weeks.

4. If you have not yet taken the GED tests or if you have not yet obtained satisfactory scores on the tests, mail your application and any required documents to the testing center where you wish to be examined.

The testing center will tell you when and where to appear for testing. If you fail to appear for testing without giving the testing center at least five days prior notice, your failure to appear will be considered a cancellation of your application. To be scheduled for future testings, you would then have to file a new application.

At the testing center you should be able to furnish proof of your identity and of having reached any minimum age required. Your fingerprints will be taken during each session of the examination.

#### WHAT TO BRING TO THE TESTING CENTER

You should report to the examination center at a reasonable time before the examination is scheduled to begin. Bring with you two or more number 2 pencils, the examination admission notice, and proof of identity and of having reached any minimum age required. Also, where the examination times cover the lunch or supper period you may wish to bring a snack with you, as there may not be restaurant facilities in the area of the testing center.

#### DIPLOMA AND SCORE REPORTS

Successful candidates will receive a New York State High School Equivalency Diploma and a report of scores. Those candidates who were eligible for testing but not for a diploma will be sent a report of scores.

A transcript will be sent to the agency requesting scores for those persons tested on the basis of a special request from a post-secondary educational institution or a women's armed forces recruiting office.

Transcripts of scores requested after the examination has been administered will be provided upon request.

#### RETESTING

There is a minimum 3-month waiting period between all testings. There are no exceptions. If you retest sooner, your answer papers will not be scored. You must take a different form of the equivalency examination every time you are retested. If you have taken all available forms, you must wait until another form is published.

If your scores on a retesting do not meet minimum diploma requirements, your previous scores will be examined. The highest scores you obtained within 2 years of your most recent testing will then be used as the basis for determining your eligibility for the diploma. Thus, you have everything to gain and nothing to lose by retaking all five parts of the examination every time you retest. When you apply, you will automatically be scheduled for all parts.

## TESTING FOR THE VISUALLY HANDICAPPED

Special large-type editions of the GED tests are available for partially sighted persons and tape-recorded editions of the tests are available for blind candidates. Additional information concerning the testing of visually handicapped candidates can be obtained from the High School Equivalency office or from chief examiners for the Testing Program.

## SPECIAL HANDLING

Directors of continuing education and others conducting preparation classes for groups are urged to have their students file applications well in advance of the desired testing dates. This will insure that the applicants are scheduled for the testing period desired. Each applicant should attach a note to the application requesting that he not be scheduled before the desired month. If the applications are sent in as a group, a single note will suffice.

Anyone who may experience difficulty in taking the equivalency examination because of a severe physical handicap should notify the chief examiner of the testing center chosen and make prior arrangements for any special factors that must be considered.

If you wish to be tested at a center other than the one to which you originally applied, you should address a stamped envelope to the new center at which you wish to be tested. Then mail the envelope to the examiner of the original testing center and request that your application papers be forwarded to the new center. You should understand that, in such a case, there probably will be a delay in being scheduled for a testing date.

All testing centers and the Education Department process applications in the order in which they are received. Score reports are usually sent out within 4 weeks of the date of testing. If, however, you do not receive test results within 6 weeks of the testing date, you may notify the High School Equivalency office.

## REGENTS ENDORSEMENT OF HIGH SCHOOL EQUIVALENCY DIPLOMA

A person who has earned a New York State High School Equivalency Diploma may earn a Regents endorsement of his diploma by meeting each of these requirements:

1. passing the Regents Comprehensive Examination in English
2. passing the Regents Comprehensive Examination in Social Studies
3. demonstrating competence in a three-unit elective sequence selected from the following: agriculture, art, business subjects, foreign languages, home-making, industrial arts, mathematics, music, science, trade and technical subjects. In some subjects, such as Spanish, this requirement may be met by passing a single Regents examination. In other subjects, such as industrial arts, this requirement may be met only by satisfactorily completing a three-unit sequence of classwork in an approved secondary school in New York State. Questions concerning approved sequences and methods of demonstrating competence should be referred to a high school principal or counselor or to the Bureau of Elementary and Secondary Educational Testing at the address below.

Applications for a Regents endorsement of a High School Equivalency Diploma may be obtained by requesting form DET 551 from the

Bureau of Elementary and Secondary  
Educational Testing  
State Education Department  
Albany, New York 12224

### WHERE TO OBTAIN FORMS AND ADDITIONAL INFORMATION BOOKLETS

A blank application is on the last page of this booklet. Extra applications, lists of testing centers and examination dates, other forms, and information brochures may be obtained by writing:

High School Equivalency Testing Program  
State Education Department  
Albany, New York 12224

Agencies and institutions wanting quantities of this brochure for distribution via public distribution racks and other means may obtain them upon request.

In addition, testing centers and most public high schools maintain a supply of information booklets, applications, certificates of withdrawal, and lists of testing centers and examination dates.

### WHERE TO OBTAIN ADDITIONAL INFORMATION

Persons who have a special question or problem related to the physical administration of the examination or to being scheduled for a particular testing period should write the chief examiner of the testing center where he wishes to be tested. Those who have other questions not answered by this booklet should write the High School Equivalency office.

### 1971-72 TESTING CENTERS AND SCHEDULES

Educators and others who wish to update this brochure for the 1971-72 school year should request the 1971-72 testing schedule during or after the summer of 1971. The schedule will be on insert sheets which will also include any changes made in the Program since the summer of 1970.

# HIGH SCHOOL EQUIVALENCY TESTING PROGRAM Testing Centers and Schedule - 1970-1971

Testing Centers are located in these cities:

Albany	Freeport	Indian Lake	Niagara Falls	Rochester
Batavia	Geneva	Jamestown	Nyack	Schenectady
Binghamton	Glens Falls	Lockport	Patchogue	Syracuse
Brentwood	Gloversville	Middletown	Plattsburgh	Troy
Buffalo	Hicksville	New York City	Potsdam	Utica
Dunkirk	Hornell	(9 locations)	Poughkeepsie	Watertown
Elmira	Huntington(Dix Hills)	Newburgh	Riverhead	Yonkers

Addresses of the upstate centers are listed first, followed by the Long Island, then the New York City centers. The number after each city is the zip code for the center.

## Albany, 12203

Thomas Fallon  
Albany High School  
141 Western Avenue

October 9, 1970  
December 4, 1970  
March 5, 1971  
April 30, 1971  
May 28, 1971  
August 6, 1971

## Batavia, 14020

Robert T. Howe  
Batavia High School  
260 State Street

October 2, 1970  
May 7, 1971

## Dunkirk, 14048

Guido Guayasamin  
Dunkirk High School

November 13, 1970  
February 19, 1971  
May 14, 1971

## Elmira, 14905

William R. Cieri  
Coordinator  
Adult Education Programs  
915 Hoffman Street

October 30, 1970  
January 29, 1971  
March 26, 1971  
May 28, 1971

## Elmira, 14843

Audrey K. Boag  
Hornell High School  
Maple City Park

November 12, 1970  
April 22, 1971

## Indian Lake, 12842

Eugene P. McDonald  
Indian Lake Central  
School

December 11, 1970  
March 5, 1971  
June 11, 1971

Binghamton, 13904

Anthony DeScipio  
North Senior High School  
167 East Frederick Street

September 11, 1970  
November 6, 1970  
December 4, 1970  
February 5, 1971  
March 12, 1971  
May 7, 1971  
June 4, 1971  
September 10, 1971

Buffalo, 14202

Chief Examiner  
High School  
Equivalency Program  
Board of Education  
Room 807 - City Hall

September 14, 1970  
October 5, 1970  
December 7, 1970  
January 11, 1971  
February 8, 1971  
March 8, 1971  
April 5, 1971  
May 10, 1971  
June 14, 1971  
August 9, 1971  
September 13, 1971

Geneva, 11456

Joseph Guerra  
Board of Education  
172 Lyceum Street

January 15, 1971  
April 16, 1971  
June 4, 1971

Glens Falls 12801

Mr. Jean Hamilton  
Glens Falls High School  
Sherman Avenue & Quade Streets

October 9, 1970  
January 22, 1971  
May 14, 1971

Gloversville, 12078

Anthony R. Sommella  
Gloversville High School  
Lincoln St. Ext.

January 8, 1971  
May 7, 1971

Jamestown, 14701

E. Herbert Boje  
Jamestown High School  
350 East Second Street

October 2, 1970  
March 5, 1971  
June 4, 1971

Lockport, 14094

W. B. Lovejoy  
Lockport Senior  
High School  
Lincoln Avenue

December 11, 1970  
March 19, 1971  
June 4, 1971

Middletown, 10940

Cosimo A. Romanelli  
Middletown High School  
112 Grand Avenue

October 16, 1970  
February 26, 1971  
May 21, 1971

NOTE: ADDITIONAL TESTINGS WILL BE SCHEDULED AS NEEDED

Levittown, 12550

Charles Frier  
Asst. Sup't. for  
Pupil Personnel  
220 West Street

December 11, 1970  
April 30, 1971  
June 11, 1971

Niagara Falls, 14301

Allen Welch  
Adult Education Director  
Board of Education  
607 Walnut Avenue

November 20, 1970  
February 26, 1971  
April 23, 1971  
June 11, 1971

Ryack, 10960

John Flynn  
Ryack High School  
5th & Midland

December 4, 1970  
February 5, 1971  
May 7, 1971

Rochester, 14609

Henry DiClemente  
East Evening High School  
1801 Main Street East

October 16, 1970  
November 20, 1970  
December 11, 1970  
January 29, 1971  
February 26, 1971  
March 19, 1971  
April 23, 1971  
May 21, 1971  
June 28, 1971  
August 16, 1971

Schenectady, 12308

Arnold A. Amell  
Guidance Coordinator  
Linton High School  
The Plaza

September 25, 1970  
November 13, 1970  
January 22, 1971  
March 26, 1971  
May 7, 1971  
June 25, 1971

Utica, 13501

Michael Humphrey  
Guidance Office  
Utica Free Academy  
1401 Kemble Street

September 18, 1970  
November 13, 1970  
January 15, 1971  
March 19, 1971  
May 21, 1971  
June 18, 1971  
September 17, 1971

Watertown, 13501

Robert Wilson  
Arsenal School

October 23, 1970  
February 12, 1971  
May 21, 1971



Plattsburgh, 19201

Merritt C. Clifford  
Plattsburgh Senior High School  
Rugarc Street

January 8, 1971  
May 21, 1971

Potsdam, 13676

Richard C. Irwin  
Potsdam High School  
29 LeRoy Street

November 20, 1970  
February 12, 1971  
April 2, 1971

Poughkeepsie, 12603

Irving J. Fersb  
Poughkeepsie High School  
May and Forbus Streets

September 11, 1970  
October 23, 1970  
November 20, 1970  
January 8, 1971  
February 5, 1971  
March 5, 1971  
April 2, 1971  
May 7, 1971  
June 11, 1971  
July 16, 1971  
September 17, 1971

Syracuse, 13206

Ronald R. Spadafora  
Heminger High School  
600 Robinson Street

September 11, 1970  
November 13, 1970  
December 18, 1970  
January 15, 1971  
February 19, 1971  
March 12, 1971  
April 16, 1971  
May 14, 1971  
June 18, 1971  
September 10, 1971

Troy, 12180

Anthony J. Murray  
Troy High School  
1950 Burdett Avenue

November 6, 1970  
January 8, 1971  
March 5, 1971  
April 30, 1971  
July 9, 1971

Yonkers, 10705

Robert D. Mathieson  
Nathaniel Hawthorne Jr.  
High School  
350 Hawthorne Avenue

September 25, 1970  
October 23, 1970  
November 20, 1970  
December 11, 1970  
January 22, 1971  
February 26, 1971  
March 26, 1971  
April 23, 1971  
May 14, 1971  
June 11, 1971  
September 24, 1971

NOTE: ADDITIONAL TESTINGS WILL BE SCHEDULED AS NEEDED

## Long Island Centers

### Testing Schedule

#### Brentwood, 11717

William F. Heran  
HSE Program  
Brentwood Senior High  
1st St. & 6th & 7th Ave.

September 25, 1970  
October 23, 1970  
November 20, 1970  
December 18, 1970  
January 22, 1971  
February 26, 1971  
March 19, 1971  
April 30, 1971  
May 28, 1971  
June 25, 1971  
September 24, 1971

#### \*Freeport, 11520

Charles LaFreniere  
HSE Program  
Board of Cooperative  
Educational Services  
10 Henry Street

November 20, 1970  
December 18, 1970  
February 5, 1971  
April 2, 1971  
May 21, 1971  
June 25, 1971  
August 20, 1971  
September 17, 1971

#### Patchogue, 11772

James Raleigh  
HSE Program  
Board of Cooperative  
Educational Services  
201 Sunrise Highway

September 11, 1970  
October 16, 1970  
November 27, 1970  
December 11, 1970  
January 22, 1971  
February 19, 1971  
March 12, 1971  
April 16, 1971  
May 14, 1971  
June 11, 1971  
September 10, 1971

#### Dix Hills, 11746 (Huntington)

Warren Koch  
HSE Program  
Half Hollow Hills High  
50 Vanderbilt Parkway

November 13, 1970  
January 29, 1971  
February 26, 1971  
March 26, 1971  
April 23, 1971  
May 21, 1971

#### \*Hicksville, 11801

John Moore  
HSE Program  
Board of Cooperative  
Educational Services  
280 Duffy Avenue

October 16, 1970  
December 11, 1970  
January 8, 1971  
March 12, 1971  
May 14, 1971  
June 4, 1971  
July 9, 1971

#### Riverhead, 11901

Nathanial Schaffran  
HSE Program  
Riverhead High School  
300 Pulaski Street

October 30, 1970  
February 12, 1971  
May 7, 1971

\*Note: All applications for the Hicksville and Freeport Centers should be sent to:

BOCES  
Adult Education Center  
96A Main Street  
Hempstead, New York 11550

ADDITIONAL TESTING WILL BE HELD AS NEEDED

# NEW YORK CITY CENTERS

## 1970-71 SCHEDULE

C.E. HUGHES 351 W. 18th St. N.Y. 10011 Mrs. Gloria Tanderjian	JULIA RICHMAN 317 E. 67th St. N.Y. 10021 Equivalency Examiner	DE WITT CLINTON 100 W. Mosholu P'kway Bronx 10468 Mr. Martin Stricks	ERASMUS HALL 911 Flatbush Ave. B'klyn 11226 Mr. Norman Green	SHEEPSHEAD BAY 3000 Avenue X B'klyn 11235 Mr. Stanley Scharf
Sept. 22-23	23-24	28-29	23-24	28-29
Oct. 13-14	19-20	27-28	19-20	27-28
Nov. 17-18	16-17	23-24	17-18	23-24
Dec. 2-3	9-10	15-16	9-10	15-16
Jan. 12-13	19-20	26-27	12-13	19-20
Feb. 9-10	16-17	24-25	23-24	16-17
Mar. 16-17	9-10	23-24	16-17	9-10
Apr. 6-7	21-22	27-28	6-7	27-28
May 11-12	18-19	25-26	11-12	18-19
June 8-9	15-16	2-3	15-16	2-3

JAMAICA H.S. 167-01 Gothic Drive Jamaica 11432 Mr. Paul Rosenberg	WM. C. BRYANT 48-10 31st Ave. L.I. City, N.Y. (Queens) 11103 Mr. James McGee	CURTIS H.S. Hamilton Ave. Staten Island 10301 Mr. Caspar Scheiper	SUMMER 1971 Washington Irving Irving Pl. & 16th St. New York 10003
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Sept. 22-23	28-29		Testing will be held weekly during July and most of August. For summer testing, applications should be sent to:
Oct. 20-21	27-28	6-7	
Nov. 17-18	23-24	23-24	
Dec. 1-2	8-9		
Jan. 12-13	26-27	19-20	
Feb. 23-24	9-10		HSE Application Center Board of Education Offices Room 832 110 Livingston Street Brooklyn, New York 11201
Mar. 16-17	6-7	23-24	
Apr. 6-7	27-28		
May 11-12	25-26	18-19	
June 1-2	15-16		

CATHEDRAL H.S.  
560 Lexington Ave.  
N.Y. 10022  
Sr. Marita Anna Fox

Information concerning the testing program in New York City (except for Cathedral High) may also be obtained from:

Sept. 18-19	Feb. 5-6
Oct. 2-3	Mar. 5-6
Nov. 6-7	Apr. 2-3
Dec. 4-5	May 7-8
Jan. 8-9	June 4-5

Mr. Abraham Feibusch, Coordinator  
Evening Academic High Schools  
Board of Education (Room 832)  
110 Livingston Street  
Brooklyn, New York 11201

NOTE: ADDITIONAL TESTINGS WILL BE SCHEDULED AS NEEDED

MOST FREQUENTLY ASKED QUESTIONS ABOUT  
THE EQUIVALENCY TESTING PROGRAM

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# NEW YORK STATE HIGH SCHOOL EQUIVALENCY TESTING PROGRAM

APPLICATION -- EXAMINATION AND/OR DIPLOMA

ALL APPLICANTS MUST READ THE INFORMATION ON THE REVERSE SIDE OF THIS FORM

## TESTING CENTER USE ONLY

1st Notice:

INELIGIBLE FOR:

FORM \_\_\_\_\_ TESTS \_\_\_\_\_

FORM \_\_\_\_\_ TESTS \_\_\_\_\_

FORM \_\_\_\_\_ TESTS \_\_\_\_\_

## SECTION A (All applicants must complete this section)

1. Print Name (Last, first, middle)

Mr.  
Miss  
Mrs.

2. Date of Birth

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

3. Permanent Home Street Address

City

State

Zip Code

4. Height

ft. in.

5. Weight

6. Hair Color

7. Eye Color

8. Are you applying for retesting?  
If yes, complete SECTION B below.

YES ☐ NO ☐

9. Sex

Male ☐

Female ☐

10. Phone Number(s)

11. Are you under 21 years old?  
If yes, complete SECTION C below.

YES ☐ NO ☐

12. Are you applying for a diploma based on satisfactory scores already obtained prior to the date of this application?

If yes, answer items 1 and 2 in SECTION D below.

YES ☐ NO ☐

13. I do hereby certify, subject to the penalty for perjury, that the information submitted on this form and any attachments thereto is accurate and complete to the best of my knowledge and belief.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

BE SURE YOU HAVE ATTACHED TO THE BACK OF THIS APPLICATION ALL DOCUMENTS REQUIRED BY THE INSTRUCTIONS. INCOMPLETE APPLICATIONS WILL BE RETURNED. SEND APPLICATIONS FOR TESTING TO TESTING CENTER. SEE INSTRUCTIONS AND LIST OF CENTER LOCATIONS ON REVERSE SIDE. DO NOT SEND APPLICATIONS FOR TESTING TO STATE EDUCATION DEPARTMENT.

## SECTION B

The highest scores you obtain within 2 years of your most recent testing may be used to determine eligibility for a diploma. There is a mandatory 3 month waiting period between testings. There are no exceptions.

List your most recent previous testing.

Month and Year \_\_\_\_\_ City (or New York City Center) \_\_\_\_\_

NOW RETURN TO SECTION A ABOVE AND COMPLETE ITEMS 9, 10, 11, 12, and 13.

## SECTION C

If you are under 21 years of age, which required document have you attached to this application (see Eligibility Requirements)?

1. A Certificate of Withdrawal..... ☐
2. A request for your scores from a post high school educational institution..... ☐
3. A request for your scores from a Women's Armed Forces recruiting office..... ☐

NOW RETURN TO SECTION A ABOVE AND COMPLETE ITEMS 12 and 13.

## SECTION D

These items apply only to persons who believe they meet all score requirements for a diploma. They do not apply to persons applying for a retesting.

1. Are you applying for a diploma based on satisfactory CED test scores obtained while a legal resident of another state or while on active duty in the Armed Forces?..... YES ☐ NO ☐

If yes, attach (if possible) your Social Security No. \_\_\_\_\_ Service Serial No. \_\_\_\_\_ for Military Testing \_\_\_\_\_

Date(s) and Place(s) of Testing 1. \_\_\_\_\_

2. \_\_\_\_\_

2. Are you applying for a diploma based on satisfactory equivalency examination scores obtained in New York State when you were eligible for testing but not eligible to receive a diploma?..... YES ☐ NO ☐

If yes, be sure any required documents are attached to your application (see Eligibility Requirements)

Complete: Month and Year of Testing \_\_\_\_\_ City (or New York City Center) \_\_\_\_\_

IF YOU ANSWERED YES TO EITHER D1 or D2 ABOVE, send your application directly to the High School Equivalency Program of the State Education Department, Albany 12224. Do not send it to a local testing center.

TURN TO SECTION A ABOVE AND COMPLETE ITEM 13.

NEW YORK STATE  
HIGH SCHOOL EQUIVALENCY TESTING PROGRAM

**GENERAL INFORMATION**

The New York State Education Department publishes a brochure: **INFORMATION-HIGH SCHOOL EQUIVALENCY TESTING PROGRAM**. This brochure is free. It answers almost all questions candidates and educators have about the Equivalency Testing Program. You can get it by putting "Information Brochure" and your name and address on the back of a post card. Mail the card to High School Equivalency Program, State Education Department, Albany, New York 12224. Most chief examiners for the Program have brochures for distribution; many high schools do also. Educators and others should request sufficient quantities from the Equivalency office for distribution to members of the communities they serve. All applicants for testing should obtain and read a copy before filing an application. The brochure fully explains procedures and Department policies. It also describes the content of the individual CED Tests and gives advice about preparing for them.

**ELIGIBILITY**

- A. **PERMANENT LEGAL RESIDENTS OF NEW YORK STATE** may apply for the High School Equivalency Diploma and for testing to obtain the **DIPLOMA** if they are
- 1) Over 21 years of age
- or
- 2) Between 18 and 21 years of age and have been out of school one year (A Certification of Withdrawal, DET 603A, must be attached to the application)
- or
- 3) Between 18 and 21 years of age and are residents of approved institutions conducting rehabilitation programs
- B. **PERMANENT LEGAL RESIDENTS OF NEW YORK STATE** who do not qualify for diploma testing under A above may be tested for **TRANSCRIPT** purposes if a transcript is requested from the State Education Department by
- 1) admission officers of post high school educational institutions which require high school graduation for admission (the request for scores must be attached to the application)
- or
- 2) recruiting officers requiring **WOMEN** to submit equivalency scores for enlistment in the armed services (the official request for scores must be attached to the application)
- C. Participants in Job Corps or similar programs and military servicemen (and their families) who are living in New York State but who are **NOT LEGAL RESIDENTS** may be tested for **TRANSCRIPT** purposes. They must meet the requirements of A above (except for residency) and attach Form DET 603C to the application.
- D. Candidates who are tested for transcript purposes may apply for the diploma whenever they meet the requirements of A above.

**APPLICATION PROCEDURES**

Print everything on the application except your signature. Everyone must complete all items in Section A. Answer Sections B, C, or D only if the instructions in Section A tell you to. For Section A item 3, you should not list a military, care of, box number, or any other temporary address. List only your permanent home street address. For Section A item 10, you should list, if possible, phone numbers where you can be reached during the day as well as at night.

If you are applying only for a diploma based on satisfactory scores already obtained, follow the instructions in Section D on the reverse side.

If you are applying for testing or retesting, send your completed application (with all required documents attached) to the testing center at which you wish to be examined. **INFORMATION-HIGH SCHOOL EQUIVALENCY TESTING PROGRAM** gives the testing schedules and addresses of all official testing centers. You can also get the names of nearby testing centers and learn when their next testings will be by calling the office of your local public high school.

After receiving your application, the testing center will tell you when and where to appear for testing. If you fail to appear for testing without giving the testing center at least five days prior notice, your failure to appear will be considered a cancellation of your application. To be scheduled for future testings, you must file a new application.

At the examination center you should be able to furnish proof of your identity and of having reached any minimum age required. Your fingerprints will be taken during each session of the examination.

**TESTING CENTER LOCATIONS**

Albany, Batavia, Binghamton, Brentwood, Buffalo, Dunkirk, Elmira, Freeport, Geneva, Glens Falls, Gloversville, Hirkville, Hornell, Huntington, Indian Lake, Jamestown, Lockport, Middletown, Newburgh, New York (9 locations), Niagara Falls, Nyack, Patchogue, Plattsburgh, Potsdam, Poughkeepsie, Riverhead, Rochester, Schenectady, Syracuse, Troy, Utica, Watertown, Tonawanda.

**RETESTING**

There is a minimum 3 month waiting period between all testings. There are no exceptions. If you retest sooner, your answer papers will not be scored. You must take a different form of the equivalency examination every time you are retested. If you have taken all available forms, you must wait until another form is published.

If scores on a retesting do not meet minimum diploma requirements, your previous scores will be examined. The highest score obtained within 2 years of your most recent testing will then be used as the basis for determining your eligibility diploma. Thus, you have everything to gain and nothing to lose by retaking all 5 parts of the examination every time. When you apply, you will automatically be scheduled for all 5 parts.

**TO PROSPECTIVE CANDIDATES  
FOR THE EQUIVALENCY DIPLOMA:**

**WHEN YOU ARE FINISHED USING THIS BOOKLET, PLEASE PASS IT ON  
TO AN INTERESTED FRIEND. MORE APPLICATIONS ARE AVAILABLE  
FROM THE HIGH SCHOOL EQUIVALENCY OFFICE.**

**TO PUBLIC OFFICIALS AND EDUCATORS:**

**MORE COPIES OF THIS BROCHURE ARE AVAILABLE FREE ON REQUEST.  
PLEASE ORDER SUFFICIENT COPIES FROM THE HIGH SCHOOL  
EQUIVALENCY OFFICE FOR DISTRIBUTION TO MEMBERS OF YOUR  
COMMUNITY.**



HIGH SCHOOL EQUIVALENCY  
TESTING PROGRAM  
THE STATE EDUCATION DEPARTMENT  
ALBANY, NEW YORK 12224

To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ERIC Clearinghouse

DEC 15 1970

on Adult Education

18994